



Space Family Education, Inc. (SFEI)

Annual Report
General Membership Meeting
June 24, 2010



AGENDA

✦ SFEI Annual Report

- Director
- Board Members

✦ Board of Directors Election

✦ Future Course (discussion)

SFEI Annual Report: Director

✦ State of the School

- Passed inspections by State Licensing, we are required to keep a list of all employees posted in a public area
- NASA HQ Audit Inspection- Reviewed concerns from 2009 and found that we are in compliance



Nicole Dickerson

SFEI Annual Report: Director

✦ Past Year Educational/Enrichment Activities

- Enrichment (included at no additional charge):
 - All ages: sign language, movement
 - Early Pre-K and up: High Tech – High Touch science, Spanish, phonics, art
- Extracurricular activities (on fee basis): Tumble bus, Karate, Dance Tree, FasTrackKids, Soccer Tots
- Field trips for educational purposes: Moody Gardens, Junie B. Jones, Old School House...
- In House field trips: Puppet shows, trail riders, longhorns etc.



Nicole Dickerson

SFEI Annual Report: Director

✧ Special Events

- Open House
- Grandparent's Luncheon
- Book Fair
- Fall Festival
- Trick or Treat Parade
- Thanksgiving Feast
- Santa and Easter Bunny visits
- Mardi Gras Parade
- Go Texan Day BBQ
- Rodeo (clowns, bunnies, trail riders)
- Individual, sibling, graduation and class pictures
- Hearing and Vision Screening
- Earth Day Celebration
- Arbor Day – Plant a tree day
- Muffins for Mom
- Pre-K and Kindergarten graduation
- Donuts for Dad

Nicole Dickerson

SFEI Annual Report: Director

✦ Summer 2010

- SFEI Summer Camp
 - Site- Falcon Pass Elementary School
 - Over 80 campers enrolled

Field trips, swimming, art, science, karate...

- JSC CCC Summer Program - *Field trips, ice cream days, splash day, entertainers, Carnival Week, Circus Week, Camping Week, Disney Week...*



Nicole Dickerson

SFEI Annual Report: Director

✦ Plans for Next Year

- Provide educational information for parents on relevant topics
- Fundraising Events for the school as well as the community.



Nicole Dickerson

SFEI Annual Report: End of Year Recognitions

- ✦ Ms. Carolyn for *“Dedication to the Center and Maintaining Financial Records and Benefits Programs”*
- ✦ Ms. Nicole and Ms. Amanda for *taking on more wait list/migration responsibility*



SFEI Annual Report: President

✧ State of the Corporation

- Staff and Teachers are doing a FANTASTIC job with our kids!!!!
- Management Changes
 - No Changes
 - Director – Nicole Dickerson
 - Asst. Director – Dianna Ritter
 - Office Manager – Vanessa Hallmark
 - Financial Officer – Carolyn Cope
- Board of Director turnover – all positions filled
- JSC's Green Initiative continues
 - Thanks to Jerry Rowlands for looking out for SFEI with the project schedule, energy efficient equipment, etc
 - New HVAC in work and scheduled to be completed this summer!!!



Jay Leggett

SFEI Annual Report: President

✦ State of the Corporation (cont'd.)

- School received a facelift over the Christmas holidays.
 - JSC painted and installed new flooring over the entire center
 - Special thanks to Linda Spuler for securing funding and working hard to make this project a success.
- JSC CCC building was renamed for Dr. Aaron Cohen.
 - Small ceremony was held and Ruth Cohen and family toured the facility
 - Thanks to the entire staff for making this ceremony a great success



Jay Leggett

SFEI Annual Report: Vice President

✦ Staff Awards

- Ms. Dianna received a “Lifetime Achievement and Launch Honoree Award” for her continuing dedication to the CCC
- We recognized 9 staff members with Ten Year Length of Service Awards in appreciation of their devotion to SFEI: Ms. Sandra, Ms. Evelyn, Ms. Jody, Ms. InAe, Ms. Ricki, Ms. Linda, Ms. Joy, Ms. Georgia, and Ms. Teresa

✦ Waiting List Database

- Surveyed 3 companies to get estimates on automating the waiting list in a database and integrating it with online forms
- Cost was prohibitive during the last school year, so we hope to work with JSC IRD to see if they can develop a database application for us

Jen Madsen

SFEI Annual Report: Policies & Procedures

✧ Status of Enrollment

- Enrollment
 - We have 111 children enrolled (May data)
 - The 2009-2010 school year enrollment was 75-87% of capability (low enrollment primarily due to low kindergarten enrollment)
 - All enrolled families have been told of their child's fall placement and 100% of acceleration and teacher requests were able to be accommodated – no further requests will be considered as wait list offers are going out
- Wait List
 - We have 186 children on the wait list
 - Offers for fall will go out early July



Nichole Williams

SFEI Annual Report: Policies & Procedures

✦ SOP Updates

- The SOP is available electronically to all members (paper copies available upon request)
- Policy changes may be suggested by anyone, but BOD must approve and incorporate the changes
- Changes completed for 2009-2010 included the following:
 - Removal of kindergarten
 - Tuition updates
 - Clarification of wait list and migration procedures



Nichole Williams

SFEI Annual Report: Treasurer

✦ Budget Status

SFEI Financial Position - Previous Fiscal Year:

- Center had a net deficit of approximately \$140k in the previous fiscal year
 - Beginning account balance of approximately \$160k
 - Ending balance of approximately \$20k
- Budget deficit was anticipated due to the following reasons:
 - 5 empty spots in Room 8 resulted in about \$30k of unrealized income
 - 14 empty spots in Room 9 resulted in about \$87k of unrealized income
 - Paying staff salaries while not collecting income during school closure for remodeling cost approximately \$14k
 - Playground canopies replacement cost approximately \$10k
 - New rugs needed after renovation cost approximately \$5k



Clint Baggerman

SFEI Annual Report: Treasurer

✦ Budget Status

SFEI Financial Position - Current Fiscal Year:

- Because cash reserves are low, we are currently managing the budget on a month-to-month basis
- Expect Summer Camp income to build up the cash in the short term
- Expect tuition increase and rooms filled to capacity to eliminate budget deficit for the long term
 - Nominal operating budget will be baselined in the next few months
 - Intend to build up cash reserves to a standard level of \$90k (equivalent to one month of expenses) at any given time
 - This amount of reserves will cover known liabilities (i.e. vacation time payouts to staff upon departure) and unforeseen expenses (i.e. hurricane damage)

- **BIG THANKS TO CAROLYN FOR HER HARD WORK MANAGING THE BUDGET DURING THIS TOUGH TIME!**

Clint Baggerman

SFEI Annual Report: Treasurer

✦ Budget Status (cont.)

Financial Audit and Tax Submittal:

- Center passed audit in previous year
- Tax forms submitted on schedule

Child Care
Center

Clint Baggerman

SFEI Annual Report: Secretary

✧ BOD Meetings

- SFEI BOD and members met 9 times since last year's GMM (typically the third Thursday of each month)
- Meeting minutes are available on SFEI web site
 - http://childcare.jsc.nasa.gov/membinfo_new.html



Ed Fonseca

SFEI Annual Report: Secretary

✦ 2010 Board of Directors Election

- Prepared ballots for 5 candidates for 5 BOD positions
 - Received and processed 7 nominations
- Paperless election via NASA Human Resources web-survey program
 - 2010 Election website open from Monday, June 28th until July 9th for voting
 - Voting site link will be emailed to all current members
- BOD election results will be announced by mid July



Ed Fonseca

SFEI Annual Report: Secretary

✧ SFEI By-Laws

- No proposed changes to the By-Laws have been submitted this year.



Ed Fonseca

Child Care
Center

2009 Board of Directors Election

CANDIDATES



Larissa Arnold



Ramona Garza



Maureen Gerty



Jeremy Jacobs



Debra Ludban

✦ **Select 3 of 5 candidates to replace outgoing board members**

- Jennifer Madsen (Vice President)
- Clinton Baggerman (Treasurer)
- Eduardo Fonseca (Secretary)

New board will determine which position each board member will fill



Thank You

